

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. :  
12/QEGS/09-10**

Reporting Period: From December 2010 (*month/year*) to June 2011 (*month/year*)

## Part A

Project Title: Virtual Classroom and On-Demand Learning System

Name of Grantee: School of Continuing and Professional Studies, The Chinese University of HK

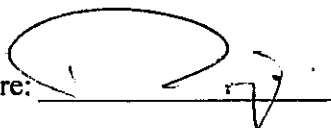
Project Period: From December 2010 (*month/year*) to November 2011 (*month/year*)

## Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation\*, if any, during the reporting period, together with details and justifications

Signature: \_\_\_\_\_



Organization \_\_\_\_\_

Chop: \_\_\_\_\_



Name of Authorized Person: Ringo Sin

Name of Grantee School of Continuing & Professional  
Organization: Studies, CUHK

Position of Authorized Head of ITS Division,

Person: SCS, CUHK

Date: 23 June 2011

\* *A separate written application should be submitted to the Grant for prior written approval.*

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## Progress report

Timeframe	Project activities and key milestones	Status	Key work done
Dec 10	<p><b><u>Project Organization and Planning</u></b></p> <ul style="list-style-type: none"> <li>- Formation of Project Team and Project Working Group</li> <li>- Preparation of technical and tendering specification</li> </ul> <p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>- Formation of Project Team and Project Working Group;</li> <li>- Tender specification and technical specification for tendering.</li> </ul> <p>(For the membership of the Project Team &amp; Project Working Group and corresponding meeting schedule, please refer to <b>Appendices 1 &amp; 2</b>)</p>	100% completed	<ol style="list-style-type: none"> <li>1. The Project Team and Project Working Group were formed in Jan 2011. Comments from all members were gathered before the tendering exercise.</li> <li>2. Tender and technical specification for the V-Class and On-demand Learning system was completed. The whole project works are divided into 3 tender assignments:               <ul style="list-style-type: none"> <li>Tender 1 – Provision of hardware equipment, software and related installation services</li> <li>Tender 2 – Provision of VClass platform implementation services</li> <li>Tender 3 – Provision of On-demand Multimedia system and integration services of other related systems</li> </ul> </li> </ol>
Jan – Mar 11	<p><b><u>Tender and Evaluation of the VClass and On-Demand Multimedia Learning System</u></b></p> <ul style="list-style-type: none"> <li>- Submit evaluation reports to Tender Board</li> <li>- Award Contractors for this project</li> </ul> <p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>- Tender Proposals from suppliers</li> <li>- Tender Evaluation and Result</li> <li>- Awarded Contractors</li> </ul>	100% completed	<ol style="list-style-type: none"> <li>1. Tender 1 was issued on 4 Jan 2011 and closed on 18 Jan 2011. FOUR tender proposals were received. An evaluation report and recommendation were submitted to CUHK Tender Board on 9 Feb 2011 and a Contractor was awarded to supply the hardware and software facilities of the project.</li> <li>2. Tender 2 was issued on 24 Jan 2011 and closed on 10 Feb 2011. FOUR tender proposals were received. An evaluation report and recommendation were submitted to CUHK Tender Board on 2 Mar 2011 and a Contractor was awarded to implement the VClass platform and related integration services.</li> <li>3. Tender 3 was issued on 8 Feb 2011 and closed on 1 Mar 2011. THREE tender proposals were received. An evaluation report and recommendation were submitted to CUHK Tender Board on 23 Mar 2011</li> </ol>

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			and a Contractor was awarded to implement the On-demand learning system and related integration services.
Apr-May 11	<p><b><u>Pre-implementation Preparation</u></b></p> <ul style="list-style-type: none"> <li>- Order and deliver of software, hardware and facilities (For the list of purchased HW &amp; SW, please refer to <b>Appendix 3</b>)</li> <li>- Construction of prototype (For sample prototype screens, please refer to <b>Appendix 4</b>)</li> </ul> <p>Key milestones and deliverables:</p> <ul style="list-style-type: none"> <li>- Hardware and software facilities for implementing the Virtual Classroom Platform and On-Demand Learning System</li> <li>- Prototype of Virtual Classroom Platform and On-demand learning system for review before implementation</li> </ul>	100% completed	<ol style="list-style-type: none"> <li>1. Orders for software, hardware and facilities for the project have been placed and has been delivered by end of May 2011.</li> <li>2. The function design and specification have been confirmed.</li> <li>3. The installation of required hardware and facilities has been completed.</li> <li>4. Prototypes of Virtual Classroom Platform and On-demand learning system have been completed.</li> </ol>
June-Nov 11	<p><b><u>Implementation</u></b></p> <ul style="list-style-type: none"> <li>- Construction of Virtual Classroom Platform, On-demand learning system and all related integration services</li> <li>- Pilot run in testing environment</li> <li>- Knowledge transfer training for users</li> <li>- User acceptance testing</li> <li>- Promotion of the new platform to all students and teaching staff</li> <li>- Provision of intensive user training sessions</li> <li>- Final delivery of the Virtual Classroom, On-demand learning system and all related services</li> </ul> <p>Key milestones and deliverables: Virtual Classroom Platform, On-Demand Learning System, tools and facilities for conducting virtual classes and authoring e-contents</p>	30% completed	<ol style="list-style-type: none"> <li>1. The implementation works have been started in June 2011.</li> <li>2. VClass platform and On-Demand Learning System implementation will be completed by end of Aug 2011.</li> <li>3. Integration of the VClass platform and On-Demand Learning System with CUSCS's e-learning platform will be completed by Nov 2011.</li> </ol>
Dec 11 - Feb 12	<p><b><u>Post-implementation review and project evaluation</u></b></p> <ul style="list-style-type: none"> <li>- Submission of Project Evaluation Report and Audited Statement of Accounts to EDB</li> </ul>		

**Financial position as at the end date of the reporting period**

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower			
b. Equipment / facilities	\$762,400.00	\$638,142.20	\$124,257.80
c. Services	\$950,600.00	\$958,458.00	-\$7,858.00
d. General expenses			
e. Others	\$20,000.00	\$0.00	\$20,000.00
<b>Total</b>	<b>\$1,733,000.00</b>	<b>\$1,596,600.20</b>	<b>\$136,399.80</b>
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<b>\$136,399.80</b>